



## Michigan e-Transcript Initiative Information for Staff



### Overview

This document provides high school and postsecondary institution faculty and staff a general introduction to the Michigan e-Transcript Initiative and the Docufide Secure Transcript™ service offered at the school.

### Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Docufide, Incorporated to offer the Michigan e-Transcript Initiative. Under this initiative, Docufide supplies electronic transcript exchanges through its Secure Transcript™ service. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 other colleges and universities nationwide, as well as to third-party destinations.

### Docufide

Docufide is the leading provider of educational records management services. Its flagship service, Secure Transcript™, manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Docufide, Incorporated is headquartered in Los Angeles, California, with representatives throughout the United States.

### Benefits of the Docufide Secure Transcript™ Service

- Transcripts are processed electronically for your school for delivery to any destination nationwide.
- Electronic transcripts allow online tracking and delivery notification.
- Reduced staff time and material costs result in financial savings and allow staff to focus on other needs.
- The request process is streamlined for both current and alumni students.
- Comprehensive reporting is built into the system for all authorized administrators. Reports are available for sent transcripts with a robust set of search criteria and export capability to Excel for further analysis.
- Transcripts can be requested online 24 hours a day/seven days a week through the school's Web site or the Michigan College Access Portal (MichiganCAP).
- Students are automatically notified when transcripts are processed and received, reducing the need to contact a staff member at the school.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.

### How the System Works

- To send a transcript, a student or alumni goes to the Michigan E-Transcript link on his/her school's Web site or the Michigan College Access Portal (MichiganCAP), completes a one-time five-minute registration and identifies the desired transcript recipient(s).
- The system promptly processes the order and notifies the sending school's administrator of the request via e-mail. The sending school's administrator retrieves the student's transcript from the school's student information system and "prints" it to Docufide's Secure Transcript™ printer (this printer is a software download that a school staff member installed on the school's computer which processes transcripts). Docufide then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.
- The receiving destination is notified via e-mail that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Docufide system and downloads the

transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via US mail and instructions are provided for how to become an electronic recipient.

- The requester is notified via e-mail every step of the way: 1) when his/her transcript request is received by Docufide, 2) when the sending school's administrator process the request and 3) when the receiving school's administrator downloads the transcript.

### **How to Become a Receiver**

1. Go to <https://securetranscript.docufide.com/ri>. Provide information for primary and backup contacts at your institution.
2. Choose the PDF format. Once registration is complete and validated by Docufide, you can go into your account Preferences and change your format and delivery methods to PESC XML, TS130 EDI or SFTP/WSDL auto delivery.
3. Begin receiving transcripts electronically.

### **How to Become a Sender**

For a postsecondary institution to become a sender of electronic transcripts:

1. Visit Docufide's [customer support page](#) and indicate:
  - a. the primary contact's name, title, phone number and e-mail address
  - b. the name of your institution's current student information system
2. Docufide will then provide the primary contact a service agreement and an Excel form via e-mail.
3. Provide the necessary contact information on the Excel form and e-mail it back to Docufide.
4. Review and sign the service agreement. Fax or mail it back to Docufide. Installation cannot begin until Docufide has received the signed agreement.

For a high school to become a sender of electronic transcripts:

1. Go to <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html>.
2. Click on the "High School Registration" link.
3. Click on the District (for public schools) or Independent Schools (for private schools) registration link for the Michigan e-Transcript Initiative and search for your school name.
4. Provide primary e-Transcript contact information.
5. Review and accept the Service Agreement.

Once the registration is complete, the software installation instructions are sent to the identified contacts (it is simple and quick – like downloading a driver for a new printer). Docufide's training and promotional materials are also provided. The entire installation and training process usually takes one hour or less. Once the software has been installed on the computers which process the transcripts, the school's administrator uploads a file containing a handful of transcripts to Docufide's processing center to serve as test files. This is done to ensure all fields used in the school's transcript are included in the transcript template. Once the installation and test process is complete, a link to the service (provided by Docufide) is placed on the school's Web site. The school is now considered "live" and able to send electronic transcripts.

### **Services Available to Staff**

Docufide offers three online staff training webinars depending on your level of involvement with the service. For more information on these webinars and scheduling, view the Staff Training Webinars link on the CEPI e-Transcript Web site at <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html>.

In addition to transcripts, the Docufide service enables staff members to send Electronic Secondary School Reports (eSSR), also known as Guidance Counseling Pages. Once the student makes the online transcript request, the eSSR notification is e-mailed to the staff member who is responsible for sending these admissions documents. The Advanced Secure Transcript Training discusses how to use this feature.

The Reporting feature is also very beneficial to staff members. Staff members can import a variety of search criteria to view the number of transcripts sent by a particular student, a date range, a recipient, the year of

graduation, etc. All results are in real-time and can be exported into Excel for further analysis. The Advanced Secure Transcript Training discusses how to use this feature.

## Contact Information

Please visit the CEPI e-Transcript Web site at <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html> for more information on the initiative. If you have questions pertaining to the registration process and technical support, contact Docufide via their [customer support page](#). If you have questions regarding the Michigan e-Transcript Initiative, please contact CEPI at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and follow the prompts.

## Sending a Transcript Electronically

**Step 1:** Once the transcript request is received by Docufide, an e-mail message is sent to the administrator at the school notifying the administrator that a transcript request is received, to log into his/her Docufide account to process the transcript and to send the transcript electronically to Docufide. After logging into your Docufide account, a to-do list will appear. This lists all students who have made a transcript request that need to be processed.

HomeSender ServicesData ServicesPreferencesDirectory

TRANSCRIPT REQUESTS (6)DOCUMENT REQUESTS (30)WEB UPLOADREPORTREQUEST

### Approve Transcript Requests

The following students and alumni have placed transcript requests. Select the name link to view detailed information about the student/alumnus and the requested recipients.

Current RequestsNext Grading Period RequestsRequests On HoldAll Requests

For each student/alumnus, select one of the following actions:

Approve  
Hold  
Prepare Locally

Authorize Docufide to release the transcript.  
Defer processing the request. The student/alumnus will be informed of the delay via email.  
Confirm you will process the request from your office.

☒ My Requests ☐ All Requests

Name	Class Of	Student ID	Date of Birth	Date Requested	Actions
<a href="#">Student Test James</a> <a href="#">View 4 destinations</a>	2011	587214	01/01/1989	01/31/2011	<input type="checkbox"/> Approve all pending requests  <input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Prepare Locally
<a href="#">vasin, vasia</a> <a href="#">View 1 destination</a>	2013		02/01/1983	01/27/2011	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Prepare Locally

**Step 2:** To process the transcript request, three options exist: 1) Approve, 2) Hold and 3) Prepare Locally.

Home

Sender Services

Data Services

Preferences

Directory

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<a href="#">vasin, vasia</a> <a href="#">View 1 destination</a>	2013		02/01/1983	01/27/2011	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Prepare Locally

- 1) Approve - the administrator at the school will process the request and send the transcript electronically to Docufide.
- 2) Hold - the administrator at the school is not able to send the transcript at this time for reasons such as the student owes library fees or a grade is changing on the transcript. An e-mail message will be sent automatically to the student letting him/her know the transcript has been placed on hold.
- 3) Prepare Locally - the administrator at the school wishes to send the paper transcript to the destination outside of the Docufide Secure Transcript™ service. An example of when to use this feature is when alumni request transcripts not available electronically.

By clicking on the student's name, administrators can drill down to see more information on the student, view the valid e-mail and see where the student is requesting a transcript to be sent.

#### STUDENT INFORMATION

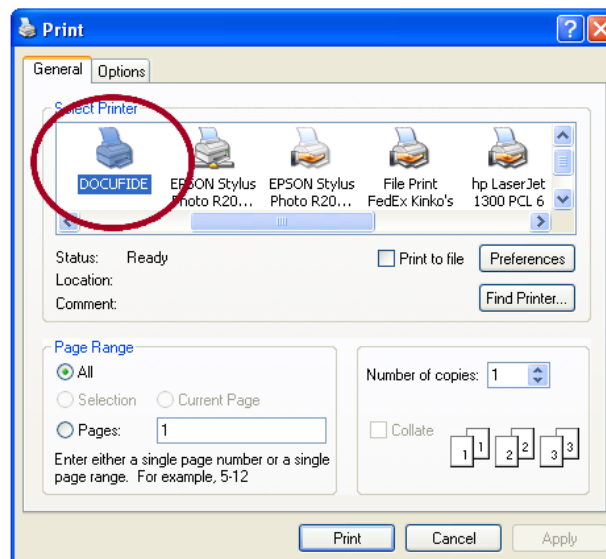
Student Name	Email Address	Class Of	Birth date	Student ID	SSN (last 4 digits)	Gender
Student, Test James	<a href="mailto:kurt@test.com">kurt@test.com</a>	2011	01/ 01/ 1989	587214	1234	M

The student requested documents to the following destinations:

#### TRANSCRIPT REQUESTS

Recipient	Address	Requestor	Delivery Method	Date Requested	DID#	Honors	Transcript Type
Twitter	1234 pyramid lane Cairo, 987456	Student	U.S. Mail	01/ 31/ 2011	T466GLD		Current Transcript (Transcript (Initial))
Egypt	Twitter 123 pyramid lane cairo, 987452	Student	U.S. Mail	01/ 31/ 2011	T466F5A		Current Transcript (Transcript (Initial))
asdsadd	123@abc.com	Student	Electronic Delivery	01/ 28/ 2011	T4633OB		Current Transcript (Transcript (Initial))
Docufide Institute of Technology	Office of Student Affairs 473 Post. St. Camarillo, CA 93010	Student	Electronic Delivery	01/ 18/ 2011	T4L99HE		Current Transcript (Transcript (Initial))

**Step 3:** Upon request approval, the administrator at the school will go into the school's student information system, select the transcript and "print" it using the Docufide printer. This printer captures the existing transcript report through an HTTPS connection, encrypts the data and securely delivers it to Docufide's data center for delivery to the student's selected destination(s). Records can be uploaded individually or in a batch file.



Transcripts are delivered in a PDF, XML or EDI format, depending on the receiving destination's preference. The administrator at the school does not need to worry about the format; Docufide handles those details.

## PDF

Prepared for: University of Texas - El Paso

Docufide Transcript ID# PESCVL0110E  
Date Created 03/19/2007  
Student SSN: 9999

Student Name: STUDENT, JANE C  
Student ID: 1000000000  
Birth Date: 03/19/2007  
Birth Place: 1000000000  
Parent/Guardian: 210 ARWOOD AVE  
PAPILLION NE 68046  
(402) 888-9999

Enter Date: Leave Date: Class Of: Class Of:  
Papillion-La Vista Senior High  
Papillion, NE 68046  
Tel: 402/888-0000 Fax: 402/888-0000  
Counselor: Mr. [Name]  
Title: [Title]

Papillion-La Vista Public Schs  
420 S Washington  
Papillion, NE 68046-2897  
Tel: 402/537-2999

CRS ID	Course Title	Mark	Ab	Crsh	CRS ID	Course Title	Mark	Ab	Crsh
Q101	ENGLISH 1	1	100		Q102	ENGLISH 2	1	100	
Q103	ENGLISH 3	1	100		Q104	ENGLISH 4	1	100	
Q105	ENGLISH 5	1	100		Q106	ENGLISH 6	1	100	
Q107	ENGLISH 7	1	100		Q108	ENGLISH 8	1	100	
Q109	ENGLISH 9	1	100		Q110	ENGLISH 10	1	100	
Q111	ENGLISH 11	1	100		Q112	ENGLISH 12	1	100	
Q113	ENGLISH 13	1	100		Q114	ENGLISH 14	1	100	
Q115	ENGLISH 15	1	100		Q116	ENGLISH 16	1	100	
Q117	ENGLISH 17	1	100		Q118	ENGLISH 18	1	100	
Q119	ENGLISH 19	1	100		Q120	ENGLISH 20	1	100	
Q121	ENGLISH 21	1	100		Q122	ENGLISH 22	1	100	
Q123	ENGLISH 23	1	100		Q124	ENGLISH 24	1	100	
Q125	ENGLISH 25	1	100		Q126	ENGLISH 26	1	100	
Q127	ENGLISH 27	1	100		Q128	ENGLISH 28	1	100	
Q129	ENGLISH 29	1	100		Q130	ENGLISH 30	1	100	
Q131	ENGLISH 31	1	100		Q132	ENGLISH 32	1	100	
Q133	ENGLISH 33	1	100		Q134	ENGLISH 34	1	100	
Q135	ENGLISH 35	1	100		Q136	ENGLISH 36	1	100	
Q137	ENGLISH 37	1	100		Q138	ENGLISH 38	1	100	
Q139	ENGLISH 39	1	100		Q140	ENGLISH 40	1	100	
Q141	ENGLISH 41	1	100		Q142	ENGLISH 42	1	100	
Q143	ENGLISH 43	1	100		Q144	ENGLISH 44	1	100	
Q145	ENGLISH 45	1	100		Q146	ENGLISH 46	1	100	
Q147	ENGLISH 47	1	100		Q148	ENGLISH 48	1	100	
Q149	ENGLISH 49	1	100		Q150	ENGLISH 50	1	100	
Q151	ENGLISH 51	1	100		Q152	ENGLISH 52	1	100	
Q153	ENGLISH 53	1	100		Q154	ENGLISH 54	1	100	
Q155	ENGLISH 55	1	100		Q156	ENGLISH 56	1	100	
Q157	ENGLISH 57	1	100		Q158	ENGLISH 58	1	100	
Q159	ENGLISH 59	1	100		Q160	ENGLISH 60	1	100	
Q161	ENGLISH 61	1	100		Q162	ENGLISH 62	1	100	
Q163	ENGLISH 63	1	100		Q164	ENGLISH 64	1	100	
Q165	ENGLISH 65	1	100		Q166	ENGLISH 66	1	100	
Q167	ENGLISH 67	1	100		Q168	ENGLISH 68	1	100	
Q169	ENGLISH 69	1	100		Q170	ENGLISH 70	1	100	
Q171	ENGLISH 71	1	100		Q172	ENGLISH 72	1	100	
Q173	ENGLISH 73	1	100		Q174	ENGLISH 74	1	100	
Q175	ENGLISH 75	1	100		Q176	ENGLISH 76	1	100	
Q177	ENGLISH 77	1	100		Q178	ENGLISH 78	1	100	
Q179	ENGLISH 79	1	100		Q180	ENGLISH 80	1	100	
Q181	ENGLISH 81	1	100		Q182	ENGLISH 82	1	100	
Q183	ENGLISH 83	1	100		Q184	ENGLISH 84	1	100	
Q185	ENGLISH 85	1	100		Q186	ENGLISH 86	1	100	
Q187	ENGLISH 87	1	100		Q188	ENGLISH 88	1	100	
Q189	ENGLISH 89	1	100		Q190	ENGLISH 90	1	100	
Q191	ENGLISH 91	1	100		Q192	ENGLISH 92	1	100	
Q193	ENGLISH 93	1	100		Q194	ENGLISH 94	1	100	
Q195	ENGLISH 95	1	100		Q196	ENGLISH 96	1	100	
Q197	ENGLISH 97	1	100		Q198	ENGLISH 98	1	100	
Q199	ENGLISH 99	1	100		Q200	ENGLISH 100	1	100	

Page 1 of 1

Secure Transcript

This transcript is official when it is downloaded directly from the Docufide website. To verify that the transcript was delivered to you by Docufide, go to Docufide.com, Sign in, Go to Reports, and search on Transcript ID# PESCVL0110E

## PESC/SIF XML, TS130 EDI

```
<?xml version="1.0" encoding="UTF-8" ?>
<HSTm:HighSchoolTranscript xmlns:HSTm="urn:org:pesc:core" xmlns:AcRec="urn:org:pesc:core" xmlns:core="urn:org:pesc:core" xsi:schemaLocation="urn:org:pesc:core http://www.w3.org/2001/XMLSchema.xsd">
  <DocumentID>R4YCVL0110E</DocumentID>
  <CreatedDate>2007-03-19</CreatedDate>
  <DocumentTypeCode>Request</DocumentTypeCode>
  <TransmissionType>Original</TransmissionType>
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                <REF JE>12345
```



## Additional Included Service Features

For information on how to use the additional features of the Docufide Secure Transcript™ service, please register for an online training webinar provided by Docufide by sending an e-mail via their [customer support page](#).

### Request Transcripts

College and university administrators can request mid-year or final transcripts on an applicant's behalf. High school administrators can also request transfer transcripts from any other participating Michigan high school.

The screenshot shows the 'Request Transcripts' page of the Docufide Secure Transcript web application. The top navigation bar includes 'Secure Transcript', 'Reports', 'Directory', 'Preferences', and 'Help'. Below this is a sub-navigation bar with 'Send', 'Receive', and 'Request' tabs. The 'Request' tab is active, and the page title is 'Request Transcripts'. The main content area has a heading 'Please choose to send or receive a transcript.' followed by explanatory text: 'Administrators at the college the student is transferring or applying to may request transcripts on that student's behalf. To receive a student's transcript, select an option below. Students will be notified by email of all transcript requests made on their behalf.' There are two main sections: 'Receive a Transcript' and 'Continue to Select School' (a button). Below this is another section 'Continue to Select Students' (a button).

### Electronic Secondary School Reports

Each registered college or university can determine the information to be included in the Electronic Guidance Counselor Report/Secondary School Report (eSSR).

The screenshot shows the 'electronic Secondary School Report' form. The form is divided into several sections: 'Applicant Information', 'eSSR Completed By', 'School Information', 'eSSR Information', 'Current Year Courses', and 'Diploma Type'. The 'Applicant Information' section includes fields for Student Name, State Student ID #, Docufide Student ID #, Social Security #, Email Address, Date Of Birth, Gender, Phone, and Address. The 'eSSR Completed By' section includes fields for Name, Title, Phone Number, Fax Number, Email Address, and a checkbox for 'Would like a phone call to discuss this applicant'. The 'School Information' section includes fields for School Name, Address, City, State, County, CEEB/ACT Code, School Type, School Accreditation, and District Name. The 'eSSR Information' section includes fields for eSSR ID #, Application/Jacket ID, eSSR Prepared on, and Number of Pages. The 'Current Year Courses' section includes a table with columns for Course Name, Level, and Value, with rows for First semester and Second semester. The 'Diploma Type' section includes a table with columns for Diploma Type and a description, with rows for Receive Diploma, Honors Diploma, Diploma Type, and Diploma Type - Other.

eSSR requests are initiated when students request transcripts. The administrator can log into his/her Docufide account and access the online to-do list for the eSSR requests. The administrator completes the report online.

## Process Document Requests

The following document requests are awaiting action. Select a student's name to view detailed document request information, including transcript requests.

For colleges registered to receive eSSRs, select **Complete eSSR** for a student to complete and submit the online Secondary School Report for that student. To cancel an eSSR request, select the **Delete** link next to the college; the college will be informed that the eSSR will not be completed online. [Search for students that have placed a transcript request](#) to add an eSSR request for a student, or [prepare an eSSR](#) for a student whose transcript was not requested through Secure Transcript.

All Requests
Guidance Report Requests
Letter of Recommendation Requests
School Profile Requests

For each document request select the appropriate action to create a printable checklist to complete the requests:

*Upload Document* To upload the document using the Docufide Web Upload.  
*Prepare Locally* To confirm you will process the request manually from your office.  
*Cancel* To cancel the request.

Student	Class Of	Transcript	Document Type	College	Date Requested	Action
<a href="#">Exception Test eSSR</a>	2017	Pending Upload	eSSR	<a href="#">Docufide Institute of Technology</a> <input type="button" value="delete"/>	02/23/2011	<a href="#">Complete eSSR</a>

## Directory


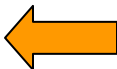
School contact information and profiles are available online for all participating colleges and high schools.

Home
Sender Services
Data Services
Preferences
Directory

SCHOOL INFORMATION

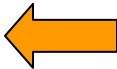
### College/University Information

Docufide, Inc. has been appointed to act as an authorized agent by Docufide Demo College permitting Docufide to process and deliver student transcripts for this college. In this role Docufide will be delivering these official transcripts on paper or via electronic means.


Profile for Docufide Demo College  
[Download a free PDF reader from Adobe](#)


**College/University Information**  
Docufide Demo College  
Admissions Office  
14 Main  
Los Angeles, CA 90025 United States

**Contacts**  
Mike Dahyan  
LB GO LIVE Tester...  
310-820-0000  
[mike@demo.tom](mailto:mike@demo.tom)



## Reports

Real-time reports are available for sent or received transcripts, with results exportable to Excel for further data analysis.

[Home](#) [Sender Services](#) [Data Services](#) [Preferences](#) [Directory](#)

TRANSCRIPT REQUESTS (6) DOCUMENT REQUESTS (30) WEB UPLOAD **REPORT** REQUEST

### Documents Sent

Use any combination of the fields below to search for a particular student, document type, or range of documents.

To request an eSSR for a student, check the "View only students that placed transcript requests without associated eSSR requests" checkbox.

Student First Name	<input type="text"/>	Date Requested	<input type="text"/>	to	<input type="text"/>
Student Last Name	<input type="text"/>	Date Approved	<input type="text"/>	to	<input type="text"/>
Receiver	<input type="text"/>	Date Delivered	<input type="text"/>	to	<input type="text"/>
DID#	<input type="text"/>	Document Status	<input type="text"/>		
Class Of	<input type="text"/>	Document Type	<input type="text"/>		
<input type="checkbox"/> View only students that placed transcript requests without associated eSSR requests					
<input type="button" value="Clear All"/>			<input type="button" value="Search"/>		

■■■■■■■■■■ Please wait while your report is being generated.

DID# Document Type	Student Name Document Information	Class Of Date Requested	Date Approved Date Delivered	Receiver Document Status
<input type="button" value="Done"/>				



## **Educating Students and Parents**

### **Resources**

Docufide provides:

- 1) School staff members with a Welcome Kit, which contains:
  - Set-Up Guide
  - Docufide Overview
  - Frequently Asked Questions (FAQs)
  - Marketing Materials
- 2) Three online training sessions for staff members depending on their level of involvement with the service.
- 3) Ongoing account management and customer service with Docufide staff available to answer administrator questions and student/parent questions.

### **Suggested Promotion**

- Add the Michigan E-Transcript link to the school's Web site in multiple places such as the home page, the guidance counseling page, the student page and the alumni page.
- Distribute student flyers containing information on the Docufide e-Transcript service at open houses, senior night and college information sessions.
- Update the student handbook to include information on the Docufide e-Transcript service.
- Send a letter to all staff at the school and parents announcing the Docufide e-Transcript service.
- Use regular school communications to promote the Docufide e-Transcript service such as the school newspaper, newsletters and e-mails.

### **Best Practices**

- Have students complete the 5-minute online account registration early in the school year as an introduction to the Docufide e-Transcript service. This will enable you to use the Docufide service to process high school to high school transcript transfers.
- Remind students to complete the online registration using their full name as it appears on the transcript. If they do not know this information, look this up for them.
- Encourage access to the Docufide e-Transcript service at the school by providing computer access in the school's office for students to use when requesting a transcript, post notices in the computer lab and during computer courses and have registration kiosks at open houses.
- Encourage students to use the Docufide e-Transcript service to eliminate walk-up or paper transcript requests.
- Use the administrative reporting feature built into the Docufide service to view usage and the impact e-Transcripts have at your school.
- Show students and parents where additional information is located on the CEPI Web site (<http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html>) such as a Frequently Asked Questions (FAQ) document, the Michigan school registration status report and a presentation on how to use the Docufide e-Transcript service.
- Show students, alumni and parents where the Welcome Screen is located when they log into their Docufide account. Let them know that your school may post messages for them on this screen.
- Inform students, alumni and parents as to the fees associated with certain transcript requests and how your school wants them to handle these.
- Encourage students to use the Application ID import function. Colleges and universities highly recommend that students import this ID if known.